

STILLWATER COUNTY Job Description

CLASS TITLE: Library Clerk

DEPARTMENT: Library

ACCOUNTABLE TO: Library Director

PRIMARY OBJECTIVE OF POSITION: Under general direction, performs professional and technical library services. Work varies requiring limited independent judgment within prescribed standards and procedures.

ESSENTIAL JOB FUNCTIONS:

- Physical requirements include walking, climbing stairs, reaching, standing, bending, stooping, climbing ladders, and lifting up to 50#s (greater with assistance);
- Duties are performed in surroundings where undesirable physical conditions are minor and controllable.
- Must be able to operate computers and software applications and other office equipment.
- Must possess a valid Montana Operator's License.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Works with the Director in carrying out library policies and procedures;
- Assists in library programs and promotions and attends regular staff meetings;
- Works with all Patrons of the Library, including children, promoting, planning, and developing programs and special events;
- Trains young library users to search for information by following an appropriate inquiry process using books and /or electronics resources;
- May perform front desk work and maintains other standard tasks such as shelving, filing, and maintenance of library appearance;
- Promotes the services of the library to meet more effectively present and future community needs;
- Be able to operate office equipment and software applications;
- Performs all routine library functions and other duties as needed;
- May prepare and process new books, DVD's, CD's and Audiobooks;
- Cleans and repairs books, DVD's, CD's, and Audiobooks;
- Maintains and prepares records and reports;
- Responsible for materials requiring minimal servicing and occasional accountability;
- Handles small amounts of funds;
- Position requires substantial and frequent contact with fellow employees and the public where tact and diplomacy are necessary.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: Generally none, however supervises children during programs.

CLASS TITLE: Library Clerk (continued)

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Graduation from High School, or its equivalent supplemented by course work in library science or secretarial skills helpful; PLUS
- Some demonstrated work experience, preferably work in a library setting;
- Shall obtain a Montana State Library Certification within three (3) years of employment and maintain such Certification throughout employment;
- Possession of a valid Montana Operator's license.

EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:

- Assists to assure library is run in an effective and efficient manner;
- Serves all library users by assisting with reference questions as needed;
- Answers telephone and online inquiries;
- Works at the circulation desk when assigned;
- Maintains effective working relationships with fellow employees, the public, and other groups including schools;
- Opens and closes the library and assists in photocopy, fax, and other patron services;

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

Written 2-27-2017